



**THE BY-LAWS  
of the  
FREMANTLE SURF LIFE SAVING CLUB  
(INC)**

**Version 2024/01**

Effective 26 June 2024

Made under Rule 25 of the Rules of Association

**VERSION CONTROL**

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### Table of Contents

**SECTION 1 MEMBERSHIP ..... 3**

1.1 ACTIVE MEMBERSHIP ..... 3

1.2 ACTIVE RESERVE MEMBERSHIP ..... 3

1.3 LONG SERVICE MEMBERSHIP ..... 3

1.4 CADET MEMBERSHIP ..... 3

1.5 JUNIOR ACTIVITIES MEMBERSHIP ..... 3

1.6 AWARD MEMBERSHIP ..... 3

1.7 ASSOCIATE (PARENT) MEMBERSHIP ..... 3

1.8 ASSOCIATE (SOCIAL) MEMBERSHIP ..... 3

1.9 ASSOCIATE (COUNTRY) MEMBERSHIP ..... 4

1.10 ASSOCIATE (GYMNASIUM) MEMBERSHIP ..... 4

1.11 AFFILIATE MEMBERSHIP ..... 4

1.12 PROBATIONARY MEMBERSHIP ..... 4

1.13 HONORARY MEMBERSHIP ..... 4

1.14 TRANSFER OF MEMBERSHIP ..... 4

1.15 LIFE MEMBERSHIP ..... 4

**SECTION 2 DIRECTORS, MANAGERS AND OTHER OFFICERS ..... 5**

**SECTION 3 ELECTION OF OFFICE BEARERS ..... 5**

**SECTION 4 COMMITTEES ..... 6**

4.1 LIFESAVING AND EDUCATION COMMITTEE ..... 6

4.2 SURF SPORTS COMMITTEE ..... 6

4.3 YOUTH DEVELOPMENT COMMITTEE ..... 6

4.4 JUNIOR DEVELOPMENT COMMITTEE ..... 7

4.5 FINANCE COMMITTEE ..... 7

4.6 LIFE MEMBERSHIP COMMITTEE ..... 7

4.7 CONSTITUTION COMMITTEE ..... 8

4.8 SOCIAL COMMITTEE ..... 8

4.9 MARKETING COMMITTEE ..... 8

4.10 HISTORY COMMITTEE ..... 8

**SECTION 5 DUTIES OF DIRECTORS AND OFFICERS ..... 8**

5.1 PRESIDENT ..... 9

5.2 VICE PRESIDENT ..... 9

5.3 CLUB CAPTAIN ..... 9

5.4 DIRECTOR FINANCE ..... 9

5.5 DIRECTOR LIFESAVING AND EDUCATION ..... 9

5.6 DIRECTOR SURF SPORTS ..... 9

5.7 DIRECTOR DEVELOPMENT ..... 9

5.8 DIRECTOR ADMINISTRATION ..... 9

5.9 BAR MANAGER ..... 10

5.10 MANAGER JUNIOR DEVELOPMENT ..... 10

5.11 MANAGER YOUTH DEVELOPMENT ..... 10

5.12 MANAGER SURF SPORTS ..... 10

5.13 MANAGER EDUCATION ..... 10

5.14 MANAGER LIFESAVING ..... 10

5.15 LIFESAVING AND EDUCATION SECRETARY ..... 11

5.16 PATROL OFFICER ..... 11

5.17 FIRST AID OFFICER ..... 11

5.18 IRB & RWC OFFICER ..... 11

5.19 VEHICLE OFFICER ..... 11

5.20 RADIO OFFICER ..... 11

5.21 DRONE OFFICER ..... 11

5.22 SURF SPORTS SECRETARY ..... 12

5.23 SURF SPORTS CAPTAINS ..... 12

5.24 CARNIVAL OFFICER ..... 12

5.25 MASTERS SPORTS OFFICER ..... 12

5.28 COACHING PERFORMANCE OFFICER ..... 12

5.29 YOUTH OFFICER ..... 12

5.30 JUNIOR SOCIAL OFFICER ..... 12

5.31 AGE GROUP MANAGERS ..... 13

**SECTION 6 APPOINTMENT AND DUTIES OF OTHER POSITION HOLDERS ..... 13**



6.1 PATROL CAPTAINS..... 13

6.2 ASSISTANT OFFICERS AND VICE CAPTAINS ..... 13

6.3 PROJECT MANAGERS..... 13

6.4 CLUB ADMINISTRATION OFFICERS ..... 13

**SECTION 7 MEETINGS.....13**

7.1 ORDER OF BUSINESS FOR MEETINGS ..... 13

7.2 MINUTES OF MEETINGS ..... 14

7.3 GENERAL..... 14

**SECTION 8 DELETED.....14**

**SECTION 9 SPONSORSHIP AND DONATIONS.....14**

9.1 DONATIONS TO THE CLUB..... 14

9.2 SPONSORSHIP OF THE CLUB..... 15

9.3 SPONSORSHIP OF A SECTION ..... 15

9.4 SPONSORSHIP OF A MEMBER ..... 15

**SECTION 10 FUNDRAISING .....15**

10.1 FUNDRAISING ..... 15

10.2 ADVERTISING..... 17

**SECTION 11 DISCIPLINE .....17**

**SECTION 12 PATROLS .....17**

12.1 PATROL OBLIGATIONS ..... 17

12.2 SERVICE HOURS ..... 18

12.3 PATROL PENALTIES..... 18

12.4 USE OF RESCUE EQUIPMENT ..... 19

**SECTION 13 SURF SPORTS.....19**

13.1 INTERCLUB COMPETITION ..... 19

13.2 INTRA-CLUB COMPETITION ..... 19

13.3 MASTERS..... 20

13.4 CLUB CHAMPIONSHIP AND TROPHY EVENTS ..... 20

13.5 SURF LIFESAVING WA EVENTS..... 20

13.6 NON-SURF LIFESAVING WA EVENTS ..... 21

13.7 ACCESS TO CLUB COMPETITION EQUIPMENT ..... 21

13.8 SKI & BOARD RACK MANAGEMENT ..... 21

13.9 TRAVEL SUBSIDY SELECTION CRITERIA..... 22

**SECTION 14 JUNIOR ACTIVITIES .....22**

**SECTION 15 YOUTH ACTIVITIES .....22**

**SECTION 16 GEAR AND EQUIPMENT .....23**

**SECTION 17 CLUB BUILDING .....23**

17.1 ENTRY TO CLUB BUILDING ..... 23

17.2 FIRST AID ROOM ..... 23

17.3 RESPECT TO THE CLUB ..... 23

17.4 NO SMOKING POLICY ..... 24

**SECTION 18 GYMNASIUM .....24**

**SECTION 19 BAR.....24**

19.1 LIQUOR ACT ..... 24

19.2 CLUB BAR RULES ..... 24

19.3 GUESTS OF MEMBERS IN THE LICENSED PREMISES ..... 24

**SECTION 20 CLUB HONOUR BOARDS .....25**

**SECTION 21 CLUB AWARDS .....25**

**SECTION 22 AFFILIATE BODIES .....25**

**SECTION 23 ANNUAL REPORT .....26**



## SECTION 1 MEMBERSHIP

(Unless otherwise stated, age shall be decided as at 30 September. A “current” award means SLSA, SLSWA or Club currency requirements, if any, have been met for that membership year.)

### 1.1 ACTIVE MEMBERSHIP

An Active Member must hold a current Bronze Medallion and fulfil the full Patrol and club obligations as required by the Club, SLSWA or SLSA.

### 1.2 ACTIVE RESERVE MEMBERSHIP

- a) An Active Reserve Member must hold a current Bronze Medallion and fulfil Patrol and club obligations as required by the Club, SLSWA or SLSA.
- b) Active Reserve Membership may be granted, upon application in writing to the Lifesaving and Education Committee, to Bronze Medallion holders who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of Patrol and Club obligations as provided by the Club, SLSWA or SLSA.
- c) Active Reserve Membership may be granted under exceptional circumstances to Active Members irrespective of years of service, subject to reapplication to the Lifesaving Committee each season.

### 1.3 LONG SERVICE MEMBERSHIP

- a) Upon application in writing to the Lifesaving and Education Committee, Long Service Membership may be granted by the Club to members who have completed ten (10) years Active Service or eight (8) years Active Service plus four (4) years Active Reserve Service.
- b) Such members shall be exempted from all Patrol obligations and may be granted other special privileges of membership as provided by the Club, SLSWA or SLSA.
- c) Long Service Membership may be granted in exceptional circumstances to an Active or Active Reserve Member irrespective of the years of service, subject to annual reapplication to the Lifesaving and Education Committee.

### 1.4 CADET MEMBERSHIP

A Cadet Member must be under fifteen (15) years of age and hold a current Surf Rescue Certificate.

### 1.5 JUNIOR ACTIVITIES MEMBERSHIP

Junior Activities Members (Nippers) must be over five (5) and under thirteen (13) years of age. A Junior Activities Member who has obtained the Surf Rescue Certificate may also hold Cadet Membership.

### 1.6 AWARD MEMBERSHIP

An Award Member must hold a current SLSA Award and fulfil minimum service obligations consistent with this membership category and their Award.

### 1.7 ASSOCIATE (PARENT) MEMBERSHIP

Associate (Parent) Membership may be granted by the Club to a parent or guardian of an Individual Member in a category other than Associate.

### 1.8 ASSOCIATE (SOCIAL) MEMBERSHIP

Associate (Social) Membership may be granted by the Club to persons over eighteen (18) calendar years of age.



### 1.9 ASSOCIATE (COUNTRY) MEMBERSHIP

Associate (Country) Membership may be granted by the Club to persons over eighteen (18) calendar years of age whose permanent residence is outside the Perth Metropolitan Area.

### 1.10 ASSOCIATE (GYMNASIUM) MEMBERSHIP

Associate (Gymnasium) Membership may be granted by the Club to persons over eighteen (18) calendar years of age for use of the gymnasium and changeroom facilities only. Access to or use of lifesaving or competition gear or equipment does not apply to this membership category.

### 1.11 AFFILIATE MEMBERSHIP

- a) Affiliate Membership may be granted by the Club to persons who have proved current financial membership of an Affiliate Body.
- b) A person's Affiliate Membership will immediately terminate if they cease to be a financial member of the Affiliate Body.
- c) Such members shall not be entitled to nominate for positions on the Board.

### 1.12 PROBATIONARY MEMBERSHIP

- a) A person who has applied for membership will be a Probationary Member in the category applied for pending the gaining of any SLSA award required for that membership category or formal admission to membership as applicable.
- b) A Member who has not completed by the required date an award currency requirement for their membership category will become a Probationary Member in that category pending completion of their award currency requirement.
- c) Probationary Membership may be terminated by the Board at its discretion if the Probationary Member has not gained their award or completed their award currency requirement after reasonable opportunity to do so.

### 1.13 HONORARY MEMBERSHIP

- a) Honorary Membership may be granted by the Club to persons over eighteen (18) calendar years of age who wish to visit the Club and who qualify under any of the following conditions:
  - i. has a usual place of residence outside the Perth Metropolitan Area, provided that the person was not an Honorary Member at any time within the three months immediately preceding the date of nomination;
  - ii. is an official of SLSA or SLSWA;
  - iii. is a person of distinguished or public position;
  - iv. is a member of another SLSA-affiliated club which is visiting the Club;
  - v. is a member of any club from outside Western Australia visiting the State; or,
  - vi. is an officer of a foreign Navy, Army or Air Force visiting the State.

### 1.14 TRANSFER OF MEMBERSHIP

Any member who applies for transfer of membership or Competition Rights to any other SLSA-affiliated club must do so in writing. All applications will be approved/endorsed by the Club at the discretion of the Board.

### 1.15 LIFE MEMBERSHIP

- a) The Club may offer Life Membership in accordance with Rule 7.3 subject to four-fifths majority approval of the resolution by secret ballot conducted at a Joint Meeting of the Board and Life Membership Committee; ten (10) members shall form a quorum.
- b) A person cannot be present at a meeting to discuss their own nomination. If a Director is nominated for Life Membership, a Joint meeting of the Board and Life Membership



Committee can be convened by the Chair of Directors or the Deputy Chair of Directors for that nomination only without including the person nominated.

- c) Unless otherwise authorised by the Board, Directors and members of the Life Membership Committee must keep confidential any particular Life Membership consideration. The count of any secret ballot must remain confidential at all times.

## **SECTION 2 DIRECTORS, MANAGERS AND OTHER OFFICERS**

- a) The Elected Directors of the Club shall be:

President, Club Captain, Director of Lifesaving and Education, Director of Finance, Director of Surf Sports, Director of Development and Director of Administration.

- b) The elected Manager positions shall be:

Manager Education, Manager Lifesaving, Manager Junior Development, Manager Youth Development, Manager Marketing, Manager Social, Manager Surf Sports.

- c) The elected Lifesaving & Education Officers shall be:

Lifesaving and Education Secretary, First Aid Officer, IRB Officer, Patrol Officer, Radio Officer, Water Safety Coordinator.

- d) The elected Surf Sports Officers shall be:

Surf Sports Secretary, Carnival Officer, Coaching Performance Officer, Junior Sports Officer, Masters Sports Officer, Youth Sports Officer.

- e) The elected Surf Sports Captains shall be:

Beach Captain, Board Captain, IRB Captain, Surf Boat Captain, Surf Ski Captain, Swimming Captain.

- f) The Board may create such other positions as are deemed necessary by the Board for the efficient administration of the Club's affairs. The duties of and method of appointment to such positions shall be defined in the Club By-Laws.

## **SECTION 3 ELECTION OF OFFICE BEARERS**

- a) Unless otherwise specified, elected positions of the Club shall become vacant at the Annual General Meeting.
- b) Unless otherwise specified, Rule 18 will apply for Nominations and Elections as if that Rule applied to elected positions other than Elected Directors.
- c) Unless otherwise specified, the term of appointment will commence from the conclusion of the meeting at which the election occurred until the conclusion of the Annual General Meeting following.
- d) The three Elected Directors to retire by rotation in odd years are the President, Director Administration and Director of Lifesaving and Education.
- e) Appointments to casual vacancies will be by resolution of the Board.
- f) It is desirable that nominees for positions hold the SLSA Bronze Medallion.
- g) Elected Director positions have a term of appointment of two (2) years.
- h) It is desirable that nominees for Elected Director positions have at least two (2) years' experience in a Manager role.
- i) The President will be Chair of Directors under Rule 17.4.
- j) The Board by resolution may appoint or remove a Director as Deputy Chair of Directors. A person will cease to be Deputy Chair of Directors if they cease to be a Director but otherwise the term of appointment is subject to the resolution of the Board.
- k) Further to Rule 2.1, a Voting Member means a financial Life, Long Service or Active Reserve Member or an Active, Award or Associate Member who is a minimum of 16 years of age at the



date of the vote and has qualified for a Bronze Medallion, Surf Rescue Certificate or Age Group Manager's Certificate.

- l) If the Board decides an elected position that is or is to become vacant needs to be filled before the Annual General Meeting, the position may be advertised seeking nominations for consideration of the Board. A nominee will be declared elected if moved and seconded by two directors and subject to a simple majority vote of the Board. The term of office will conclude at the end of the next Annual General Meeting.
- m) For the avoidance of doubt, a nomination for office received from more than one nominee on the same nomination form will indicate the nominees wish to job share the role. In all other respects, it will be treated as one nomination.
- n) If an election is required for candidates for the Life Membership Committee because the number of nominations exceeds the places available, Rule 18.3(c) will not apply. Instead, voters will need to choose up to 4 of the candidates, with the candidates receiving the highest number of votes declared elected. If it cannot be determined which candidates are to be elected because they receive the same number of votes, the ballot shall be determined by the drawing of lots between those candidates.

## **SECTION 4 COMMITTEES**

At the discretion of the Board, the following committees may be formed:

### **4.1 LIFESAVING AND EDUCATION COMMITTEE**

- a) The Lifesaving and Education Committee is responsible for the Club's lifesaving and education operations and shall advise the Board on relevant By-Laws, Policies and strategies.
- b) It is accountable to the Board via the Director Lifesaving & Education and the Manager Lifesaving and Manager Education.
- c) It shall include the Manager Lifesaving, the Manager Education, the Lifesaving and Education Officers, a representative of the Manager Junior Development and a representative of the Manager Youth Development; five (5) shall form a quorum.
- d) It may meet at least monthly in the surf season.

### **4.2 SURF SPORTS COMMITTEE**

- a) The Surf Sports Committee is responsible for the Club's surf sports and health and fitness activities and shall advise the Board on relevant By-laws, Policies and strategies.
- b) It is accountable to the Board via the Director Surf Sports and the Manager Surf Sports.
- c) It shall consist of the Manager Surf Sports, the Surf Sports Officers and the Surf Sports Captains; five (5) shall form a quorum.
- d) It may meet at least monthly in the surf season.

### **4.3 YOUTH DEVELOPMENT COMMITTEE**

- a) The Youth Development Committee is responsible for the development of the Club's Youth members (being members over 13 and under 18 years of age) and shall advise the Board on relevant By-Laws, Policies and strategies.
- b) It is accountable to the Board via the Director of Development and the Manager Youth Development.
- c) It shall formulate and implement a program of Youth Activities.
- d) It shall include the Manager Youth Development, Youth Sports Officer and Youth Officers as appointed by Director of Development; four (4) shall form a quorum.
- e) The Committee shall be responsible for coordinating the transition of members from Junior to Youth to Senior activities by the establishment of progression paths linked to critical achievements.



- f) It may meet at least monthly during the surf season.

#### 4.4 JUNIOR DEVELOPMENT COMMITTEE

- a) The Junior Development Committee is responsible for the development of Junior Activity Members and the Club's Junior Activities. It shall advise the Board on relevant By-Laws, Policies and strategies.
- b) It is accountable to the Board via the Director of Development and the Manager Junior Development
- c) It shall formulate and implement a program of Junior Activities.
- d) It shall include the Manager Junior Development, Junior Secretary, Junior Sports Officer, Water Safety Coordinator and Age Group Managers (minimum 1 per age group); five (5) shall form a quorum.
- e) The Committee shall be responsible for preparing the transition of members from Junior to Youth activities by the establishment of progression paths linked to critical achievements
- f) It may meet at least monthly during the surf season.

#### 4.5 FINANCE COMMITTEE

If deemed necessary by the Board, a Finance Committee may be formed. As such:

- a) The Finance Committee shall assist the Director Finance with responsibility for the Club's financial management and shall advise the Board on relevant By-Laws, Policies and strategies.
- b) It is accountable to the Board via the Director of Finance.
- c) It may consist of the Director Finance and up to four (4) Committee Members (Finance) appointed by the Board on the recommendation of the Director Finance; three (3) shall form a quorum.

#### 4.6 LIFE MEMBERSHIP COMMITTEE

- a) The Life Membership Committee shall advise the Board on nominations for Club, State or Australian Life Membership and National Long Service Awards.
- b) It is accountable to the Board via the Director Administration and the Committee Chair.
- c) It shall review all members who may be eligible for Lifesaving Honours and nominate those it considers worthy to the Board.
- d) It shall check for accuracy nominations made by other parties and provide recommendations on such nominations to the Board.
- e) All recommendations for Lifesaving Honours shall be submitted by the Life Membership Committee to the Board by March 31 of each year.
- f) It shall maintain a register of all members with 10 or more years' service and record relevant aspects of such service.
- g) It shall prepare for publication in the Annual Report a history of the service of all members granted Lifesaving Honours in that year.
- h) It shall consist of one Director nominated by the Board and up to four (4) Committee Members (Life Membership) elected in accordance with the provisions for the election of officers; four (4) shall form a quorum.
- i) Nominees for Committee Member (Life Membership) must be Life Members of the Club.
- j) The Committee Chair may be determined by the committee by a vote.
- k) It shall be the responsibility of the Committee Chair to transfer custody of the records defined in this section to the succeeding Life Membership Committee.





- l) Nominations for Lifesaving Honours initiated by other than the Life Membership Committee shall be made in writing and shall be submitted to the Board. The Life Membership Committee shall check such nominations for accuracy and forward all such nominations to the Board with its recommendations.

#### 4.7 CONSTITUTION COMMITTEE

- a) The Constitution Committee shall advise the Board on any proposed changes to the Club's Rules and By-laws.
- b) It is accountable to the Board via the Director Administration and the Committee Chair.
- c) It shall review any proposed changes submitted to the Board to ensure all appropriate sections are updated to ensure consistency throughout the Rules and By-Laws.
- d) Any review will be commenced within 7 days immediately following submissions of proposed changes to the Board and completed as soon as practicable.
- e) It shall consist of up to three (3) Committee Members (Constitution); one (1) shall form a quorum.
- f) Committee Members (Constitution) and the Committee Chair will be appointed by the Board.

#### 4.8 SOCIAL COMMITTEE

- a) The Social Committee is responsible for the Club's social activities.
- b) It is accountable to the Board via the Director Administration and the Manager Social.
- c) It may consist of the Manager Social, Junior Social Officer, Youth Social Officer and up to five (5) Committee Members (Social); three (3) shall form a quorum.
- d) Committee Members (Social) will be appointed by the Board on the recommendation of the Manager Social.
- e) The Committee will produce a Social Calendar for the new season as soon as practical.
- f) It may meet at least monthly.

#### 4.9 MARKETING COMMITTEE

- a) The Marketing Committee is responsible for the Club's marketing and sponsorship activities including the development and implementation of the marketing and sponsorship strategy.
- b) It is accountable to the Board via the Director Finance and the Manager Marketing.
- c) It may consist of the Manager Marketing and up to five (5) Committee Members (Marketing); three (3) shall form a quorum.
- d) Committee Members (Marketing) will be appointed by the Board on the recommendation of the Manager Marketing.
- e) It may meet at least monthly.

#### 4.10 HISTORY COMMITTEE

- a) The History Committee is accountable to the Board via the Director Administration and is responsible for the collection, cataloguing and safe keeping of all items of historical importance to the Club.
- b) The Committee Chair may be determined by the committee by a vote.

### **SECTION 5 DUTIES OF DIRECTORS AND OFFICERS**

Detailed position descriptions for each position will be displayed on the club website. In summary:



## 5.1 PRESIDENT

- a) shall be the chief executive officer and official head of the Club.
- b) shall be the Chair of Directors and preside at all Board and General Meetings.
- c) shall maintain order and see that the duties of the other Directors are properly performed

## 5.2 VICE PRESIDENT

- a) shall be a Board member elected by the Board after the Annual General Meeting.
- b) shall stand in on the absence or request of the President until the President resumes normal duties.

## 5.3 CLUB CAPTAIN

- a) shall provide leadership to members in Club activities.
- b) shall be responsible to the Board for the general wellbeing of members
- c) shall have jurisdiction over all members in all club activities.
- d) shall represent the views of members on the Board.
- e) shall resolve any conflicting operational decisions that may arise between the Club operational areas.
- f) Shall be responsible for the Leadership Development of the Club.
- g) Together with the Director Development, shall develop a program to increase youth retention and coordinate the transition of members from Juniors to Youth and from Youth to senior membership.

## 5.4 DIRECTOR FINANCE

- a) shall be accountable to the Board for the financial administration of the Club including marketing and the preparation of annual budgets.
- b) shall co-ordinate the provision of an audited statement of the Club's finances for the Annual General Meeting and Annual report

## 5.5 DIRECTOR LIFESAVING AND EDUCATION

- a) shall be accountable to the Board for Lifesaving and Education activities of the Club
- b) Shall communicate with and consult the wider community and local councils on the lifesaving services provided by the club

## 5.6 DIRECTOR SURF SPORTS

- a) shall be accountable to the Board for the Surf Sport activities of the Club.

## 5.7 DIRECTOR DEVELOPMENT

- a) shall be accountable to the Board for Junior and Youth development and activities
- b) shall be accountable for development of programs to increase retention of members under 18 years of age and the transition of members from Juniors to Youth to seniors.

## 5.8 DIRECTOR ADMINISTRATION

- a) Shall be accountable to the Board for the Club's administration, reporting and compliance activities, and for the effective performance of the Club's administrators.
- b) Shall undertake (in conjunction with the Club's administrators) and be accountable for any necessary projects or initiatives to improve overall administration and reporting performance.
- c) Shall be the Club Secretary for the purposes of the *Liquor Control Act 1988*.



#### 5.9 BAR MANAGER

- a) shall be accountable to the Director Administration for the management of the operations of the licensed premises in compliance with the Club's liquor permit.
- b) Shall be designated the "Approved Manager" of the Club's Liquor Permit.
- c) Shall hold a current RSA (Responsible Serving of Alcohol) certificate.
- d) Shall be appointed by the Board on the recommendation of the Director Administration.

#### 5.10 MANAGER JUNIOR DEVELOPMENT

- a) shall be accountable to the Director Development and responsible for co-ordinating all Junior Activities including surf sports skills training and education.
- b) shall be responsible for establishing the Junior Development Committee and providing a program of Junior activities.
- c) Together with the Club Captain and Director Development, shall be responsible for programs designed to increase Junior retention and support transition of members from Juniors to Youth.

#### 5.11 MANAGER YOUTH DEVELOPMENT

- a) shall be accountable to the Director Development and responsible for co-ordinating all Youth activities including surf sports skills training and education.
- b) shall be responsible for establishing the Youth Development Committee and providing a program of Youth activities.
- c) together with the Club Captain and the Director Development, shall be responsible for programs designed to increase Youth retention and coordinate the transition of members from Juniors to Youth and from Youth to Senior members of the club

#### 5.12 MANAGER SURF SPORTS

- a) shall be accountable to the Director Surf Sports and responsible for the development and implementation of all surf sports activities at the club.
- b) shall be responsible for establishing the Surf Sports Committee and providing a program of surf sports activities.
- c) shall act as a focal point at operations level for Surf Sports

#### 5.13 MANAGER EDUCATION

- a) shall be accountable to the Director Lifesaving and Education and is responsible for the development and implementation of training programs for the instruction and qualification of Club members in SLSA awards.
- b) shall be responsible for the identification and development of Training Officers and Assessors and ensure that they continue to perform to an acceptable standard.
- c) shall organise the Annual Skills Maintenance checks.

#### 5.14 MANAGER LIFESAVING

- a) shall be accountable to the Director Lifesaving and Education for the management of the Lifesaving activities of the Club.
- b) Shall ensure the development and implementation of an annual lifesaving service plan for our beaches in conjunction with SLSWA and City of Fremantle.
- c) shall be responsible for ensuring that the duties of the Lifesaving Officers are properly performed.



#### 5.15 LIFESAVING AND EDUCATION SECRETARY

- a) shall assist the Manager Education and Manager Lifesaving with the Club's lifesaving administration and reporting
- b) shall take the minutes of the Lifesaving and Education Committee meetings.

#### 5.16 PATROL OFFICER

- a) shall be accountable to the Manager Lifesaving and responsible for the administration of Lifesaving Patrols including rosters, recording significant events and individual patrol hours and preparing reports
- b) shall be responsible for the ongoing development of the lifesaving knowledge and skills of Patrol Captains and that they continue to perform to an acceptable standard
- c) responsible for ensuring the compilation of patrol penalties (hours down) for any patrol member.

#### 5.17 FIRST AID OFFICER

- a) shall be accountable to the Manager Lifesaving and responsible for the efficient operation and upkeep of the First Aid Room.
- b) shall ensure that all cases are properly recorded in the first aid and incident record books.
- c) shall compile a monthly summary of first aid and incident cases for the Lifesaving and Education Committee.
- d) May on request, in conjunction with the Manager Education, be responsible for the education of Club members in first aid.

#### 5.18 IRB & RWC OFFICER

- a) shall be accountable to the Manager Lifesaving and responsible for the effective use of the Club's IRB's and RWC's.
- b) shall in conjunction with the Manager Education, be responsible for the instruction of members for the Association Awards.
- c) shall be responsible for the maintenance of the Club's IRB's, RWC's and associated equipment.

#### 5.19 VEHICLE OFFICER

- a) shall be accountable to the Manager Lifesaving and responsible for the effective use of the Club's Motor Vehicles - 4WD's and ATV's.
- b) shall in conjunction with the Manager Education, be responsible for the instruction of members for the Association Awards.
- c) shall be responsible for the maintenance of the Club's 4WD's and ATV's.

#### 5.20 RADIO OFFICER

- a) shall be accountable to the Manager Lifesaving for the effective use of the Club radios.
- b) shall be responsible for the maintenance of the Club radios and associated equipment.
- c) shall, in conjunction with the Manager Education, be responsible for the instruction of members for the Association Radio Awards.

#### 5.21 DRONE OFFICER

- a) shall be accountable to the Manager Lifesaving for the effective use of the Club drones.
- b) shall be responsible for the maintenance of the Club drones and associated equipment.
- c) shall, in conjunction with the Manager Education, be responsible for the instruction of members for the Association Awards.



#### 5.22 SURF SPORTS SECRETARY

- a) shall assist the Manager Surf Sports with the Club's surf sports administration.

#### 5.23 SURF SPORTS CAPTAINS

Shall be accountable to the Manager Surf Sports and shall be responsible for:

- a) maintenance of Club equipment associated with their competition discipline.
- b) training and development of members within their discipline and the coordination of this with other area captains to allow training for multi-discipline events.
- c) selection of members, in consultation with coaches, within their discipline to represent the Club in interclub surf sports.
- d) organisation of Club events within their discipline in conjunction with the Carnival Officer.
- e) identifying the need for new equipment and maintenance of existing Club equipment associated with their competition discipline (as approved by Director Surf Sports and within budget approved by the Board)

#### 5.24 CARNIVAL OFFICER

- a) shall be responsible to Manager Surf Sports for the organisation of surf sports events.

#### 5.25 MASTERS SPORTS OFFICER

- a) shall be responsible to Manager Surf Sports for the organisation of Masters' surf sports activities.

#### 5.26 YOUTH SPORTS OFFICER

- a) shall be responsible to Manager Surf Sports for the organisation of Youth surf sports activities.

#### 5.27 JUNIOR SPORTS OFFICER

- a) shall be responsible to Manager Surf Sports for the organisation of Junior surf sports activities.

#### 5.28 COACHING PERFORMANCE OFFICER

- a) shall be responsible to Manager Surf Sports for the organisation of surf sports coaching and development activities.

#### 5.29 YOUTH OFFICER

- a) shall be accountable to the Manager Youth Development and responsible for co-ordinating Youth activities in conjunction with other relevant officers.
- b) shall be responsible for the general wellbeing of the Club's Youth members.
- c) shall assist with a program of events for the Youth members in conjunction with other Club activities.
- d) shall advocate for youth members at the Social Committee and the Youth Development Committee
- e) Manage the organisation and conduct of activities for Youth members

#### 5.30 JUNIOR SOCIAL OFFICER

The Junior Social Officer shall be appointed by the Director Development on the recommendation of the Manager Junior Development and shall be responsible for:

- a) organisation of social activities for Junior Members.
- b) representing the social requests of junior members at the Social Committee and the Junior Development Committee
- c) manage the organisation and conduct of social activities for Junior members



### 5.31 AGE GROUP MANAGERS

- a) Age Group Managers must have an Age Group Manager Certificate and shall be appointed by the Director Development on the recommendation of the Manager Junior Development.
- b) They shall be accountable to the Manager Junior Development and responsible for managing one (or more) of the Junior Age groups
- c) SLSWA Member Screening policy applies.

## SECTION 6 APPOINTMENT AND DUTIES OF OTHER POSITION HOLDERS

### 6.1 PATROL CAPTAINS

Patrol Captains shall be appointed by the Director Lifesaving & Education on the recommendation of the Lifesaving and Education Committee, shall be accountable to the Patrol Officer and responsible for:

- a) operation of a nominated Patrol while on active duty in accordance with the Lifesaving Agreement.
- b) training and development of members within their Patrol.
- c) correct completion of the Patrol Log and Incident Log during their rostered Patrol.
- d) reporting of broken, unusable, or missing Patrol equipment.
- e) recommendations for improvements in the Patrol System.

### 6.2 ASSISTANT OFFICERS AND VICE CAPTAINS

Assistant Officers and Vice Captains may be appointed by the Board on the recommendation of the relevant Manager for any Club position, and shall:

- a) assist the relevant office bearer as required.
- b) in the absence of that office bearer, have all the duties and powers of that Club office bearer.

### 6.3 PROJECT MANAGERS

Project Managers may be appointed by the Board to be accountable to a relevant Club Committee for particular projects that need to be undertaken, and shall:

- a) submit regular reports to the relevant Committee and shall keep adequate records of the project.
- b) ensure that projects are carried out in an efficient and timely manner.
- c) ensure that projects are fully closed out, especially in respect of outstanding monies.

### 6.4 CLUB ADMINISTRATION OFFICERS

Club Administration Officers are paid positions appointed by the Board and accountable to the Director Administration. The position description and remuneration package shall be decided by the Board.

## SECTION 7 MEETINGS

### 7.1 ORDER OF BUSINESS FOR MEETINGS

- a) BOARD
  - i. Opening and apologies
  - ii. Confirmation of minutes from previous meeting
  - iii. Business arising out of previous minutes of meeting



- iv. Correspondence
  - v. Officer's reports
  - vi. Membership applications
  - vii. Special Business (including adoption of By-Laws)
  - viii. General Business
- b) GENERAL MEETINGS
- i. Opening and apologies
  - ii. Confirmation of minutes of the previous General meeting
  - iii. Business arising out of minutes of the previous General meeting
  - iv. Officer's reports
  - v. Special Business
  - vi. Correspondence
  - vii. General Business
- c) ANNUAL GENERAL MEETING
- i. Opening and apologies
  - ii. Confirmation of minutes of the previous General meeting
  - iii. Business arising out of minutes of the previous General meeting
  - iv. Presentation of the Annual Report and Annual Financial Statement
  - v. Election of Officers
  - vi. Notices of motion to amend the Constitution
  - vii. Special Business
  - viii. Correspondence directed to the meeting
  - ix. General Business
- 7.2 MINUTES OF MEETINGS
- a) Minutes of the Board and Club General meetings shall be issued to the Club Administration Officer for filing within seven (7) days following the Board's acceptance of the minutes.
  - b) Minutes of General Meetings will be made available to club members by the Club Administration Officer on request.
  - c) Minutes of all Club meetings shall be signed as true and correct by the presiding member after the minutes are confirmed.

### 7.3 GENERAL

- a) OHS issues/incidents shall be an agenda item at all Club Meetings

## **SECTION 8 DELETED**

## **SECTION 9 SPONSORSHIP AND DONATIONS**

### 9.1 DONATIONS TO THE CLUB

If any person or body provides a donation to the Club, being a straightforward gift of cash or kind, the proceeds will go directly into the general funds of the Club, to be disseminated by resolution of the Board. As a donation requires no service or obligation in return, the donation shall be GST exempt.



## 9.2 SPONSORSHIP OF THE CLUB

If any person or body provides general sponsorship to the Club, the proceeds of the sponsorship will go into the general funds of the Club, or as determined by the Board.

## 9.3 SPONSORSHIP OF A SECTION

In this sub clause “section” is defined as a discreet group within the Club as agreed by the Board.

- a) If any person or body provides sponsorship to the Club but directs that the proceeds are to go to a Section of the Club, the proceeds of the sponsorship will go towards that Section.
- b) If the sponsoring person or body requires that the Club provide some service or perform some obligation as a condition to providing the proceeds of the sponsorship, the Club will be reimbursed from the proceeds of the sponsorship as to the value of the service or obligation to be performed by the Club before any proceeds of the sponsorship go towards the relevant Section.
- c) The Board may determine the value of the service or obligation to be performed by the Club.
- d) Any proceeds of sponsorship directed towards any Section will remain within the Section and may not be transferred across Sections except with the consent of the Board.

## 9.4 SPONSORSHIP OF A MEMBER

In this sub clause, “member” includes an individual member, members or a team of members.

- a) If any person or body provides sponsorship to the Club but directs that the proceeds are to go to a member, the proceeds of the sponsorship will go towards the Section the member is in and:
  - i. if the proceeds are money, the money will go into the budget of the Section and will be applied by the Section Captain for the purpose of bettering the member as a surf competitor; or
  - ii. if the proceeds are equipment, the equipment will become Club Equipment of the Section to be allocated to the respective members.
- b) If the sponsoring person or body requires that the Club provide some service or perform some obligation as a condition to providing the proceeds of the sponsorship, the Club will be reimbursed from the proceeds of the sponsorship as to the value of the service or obligation to be performed by the Club before any proceeds of the sponsorship go towards the member.
- c) The Board may determine the value of the service or obligation to be performed by the Club.

## SECTION 10 FUNDRAISING

### 10.1 FUNDRAISING

In this clause “Club Activity” means any activity that the Board resolves to be a “Club Activity” from time to time.

- a) In this clause “fundraising activity” means any:
  - i. money-raising activity which utilises the name of the Club or its goodwill; or





- ii. activity which secures benefits (whether pecuniary or otherwise) for any member/s of the Club which utilises the name of the Club or its goodwill, conducted by a member/s which for the purpose(s) of any member/s.
  - iii. performing or participating in any Club Activity; and/or
  - iv. performing or participating in any Surf Lifesaving Event; and
- b) Any member/s who wish to conduct fundraising activities must obtain the prior approval of the Board before doing so.
- c) No individual member may benefit from fundraising that has been directed to a specific area within the club (e.g. a member may not utilise funds directed toward the beach arena for their own personal use such as competition fees or personal training equipment specific to that individual)
- d) Any fundraising activity, whether SLSWA/SLSA sanctioned activity (e.g. Street Appeal), Club initiated (e.g. Fremantle Ocean Classic), or member/s originated, must be controlled by the Manager Marketing and have Board approval. A full itemised list of proposed expenses and expected return to the club should be provided by the member/s proposing the fundraising activity on submission of the activity proposal.
- e) The member in charge or responsible for conducting the fundraising activity (“the Member in Charge”) must submit a proposal to conduct fundraising activities to the Manager Marketing for presentation to the Board. The proposal must include the following details:
  - i. who will be conducting the fundraising activities and who is interested in participating.
  - ii. what the funds are to be used for specifically (e.g. maintenance of existing equipment, purchase of new equipment, transport costs to Aussies etc); and
  - iii. what club facilities are intended to be used in performing the fundraising activities.
- f) If permission is granted by the Board to conduct or perform a fundraising activity and on terms prescribed by the Board, the Member in Charge must as soon as practicable call for participants in the fundraising activity via Club communication channels, providing his/her name and contact details as a point of contact.
- g) Any member or members who wish to be involved in any fundraising activity which has been notified as above must contact the Member in Charge to register their participation.
- h) The Member in Charge must provide all funds raised from any fundraising activity to the Club Administration Officer within 7 days of the end of the fundraising activity.
- i) The Club Administration Officer must keep a separate account of the above funds and provide details of the amount of funds in this account to the Manager Marketing and Director Finance for reporting to Board.
- j) The Member in Charge must provide a written list of all participants in the fundraising activity, including details of the extent of each participant’s contribution, to the Manager Marketing within 14 days of the end of the fund-raising activity.
- k) When called upon by the Board, the Manager Marketing must put forward a proposal to the Board, or a sub-committee as appointed by the Board (“the Sub-Committee”) which sets out how the funds are to be distributed and for whose benefit the funds should be distributed.
- l) Where any funds raised from any fund-raising activity are to be applied exclusively for the benefit of members in any one section of the Club, the Manager Marketing must first consult with the relevant Sectional Captain who must give his/her consent or objection to the application of the funds.



- m) The Manager Marketing must provide the consent or objection of the relevant Sectional Captain to the Board or Sub-Committee upon the Board or Sub-Committee deciding how the funds are to be applied.
- n) A decision as to how the funds are to be applied made be appealed to the Board by an aggrieved member within 7 days of the decision.
- o) The decision of the Board is final.

## 10.2 ADVERTISING

- a) All advertising proposals must be approved by the Manager Marketing or Director Finance before being made public.
- b) Wherever possible, the Manager Marketing, or Director Finance should be the signatory of any funding/sponsorship or prize money requests.
- c) Any advertising or signage must adhere to SLSWA/SLSA and Club guidelines regarding probity/sanctioned products.
- d) A register of all advertising/sponsorship/donations/media coverage will be maintained and upheld by the Manager Marketing and/or marketing committee.  
External signage on club premises will be controlled by the Marketing Committee with a limited selection of sizes for signage available for purchase on a 12 month basis.
- e) The sign will be provided, installed and maintained by the advertiser and be in addition to any advertising rate paid for said signage.

## SECTION 11 DISCIPLINE

- a) Any member suspended through the season shall lose all rights to any trophies won during that season.
- b) It shall be the responsibility of all members to comply with any reasonable request made by an Officer of the Club
- c) Club, inclusive of the SLSA Code of Conduct Policy 6.5 rules should be applied.

## SECTION 12 PATROLS

### 12.1 PATROL OBLIGATIONS

- a) The Club contracts with Surf Lifesaving Western Australia Incorporated and the City of Fremantle to patrol Fremantle beaches as described at prescribed times and dates on Saturday, Sunday and public holidays as laid down in the Lifesaving Agreement.
- b) All Active and Active Reserve members must perform patrol duties as listed in the annual patrol roster.
- c) Active and Cadet members will be entitled to a free uniform and cap on completion of their Bronze Medallion or Surf Rescue Certificate. All patrol members will be entitled to one free uniform. If uniforms are lost, then replacements can be purchased at the clothing store.
- d) Patrol members shall report to the Patrol Captain thirty (30) minutes prior to the start of their rostered patrol.
- e) Patrol members shall be signed on to the Patrol Log by the Patrol Captain or delegate at the start of each patrol and will be signed off by the Patrol Captain at the end.
- f) It is the responsibility of each Patrol member to arrange a proxy member of equal status when unable to attend patrols for any reason.
- g) Any member with justifiable reason who is unable to attend a rostered patrol must notify the Patrol Captain or Patrol Officer at least 24 hours prior to the start of patrol. A



member who cannot fulfil patrol duties for an extended period (i.e. three or more consecutive patrols in the season), may be required to apply in writing to the Lifesaving and Education Committee for a leave of absence prior to such absences commencing. The leave of absence will not waive any State requirements in regard to patrol hours performed to qualify for surf sports competition.

- h) Members making up hours in arrears must do so at either the start or end of a rostered patrol period so as to assist in the setting up or clearing away of patrol gear.
- i) The first patrol on duty each day shall ensure that all patrol equipment is placed in the appropriate position on the beach in accordance with the Lifesaving Agreement.
- j) The last patrol on duty each day shall sweep out the gear shed and ensure that all patrol equipment is returned to the clubrooms, washed if appropriate and correctly stored.
- k) Patrol members are under the direction and control of the Patrol Captain at all times whilst on Patrol.
- l) Patrol members shall immediately report any damage to equipment to the Patrol Captain. The Patrol Captain shall ensure that all damage is recorded in the appropriate log(s), and that the Patrol Officer is informed.
- m) The Patrol Captain on active duty will retain control of the beach until such time as they have completed a handover to the incoming Patrol Captain updating them on the day's activities and alerts or have signed off for the day.

## 12.2 SERVICE HOURS

- a) Active and Award members shall be personally responsible for the fulfilment of at least 20 service hours during the patrol year. The following types of service will be considered to meet the requirements for service hours:
  - i. patrol hours incurred during rostered or voluntary patrols for the Club;
  - ii. voluntary patrol at other surf lifesaving clubs;
  - iii. substituting for another member on a rostered Club patrol;
  - iv. providing water safety for Club events;
  - v. providing water safety or first aid at SLSWA sanctioned surf sports carnivals;
  - vi. acting as a qualified Age Group Manager during Junior activities;
  - vii. providing surf sports coaching as a qualified development or performance Surf Sports coach;
  - viii. providing lifesaving education training to SRC, Bronze Medallion and higher awards as a qualified Trainer.
  - ix. acting as a qualified official at SLSWA sanctioned surf sports carnivals.
- b) Patrol hours covered by a substitute shall not count towards the member's personal commitment of 20 service hours.
- c) It is each individual's responsibility to ensure their hours are recorded accurately if they are performing water safety at carnivals, or patrol at another surf lifesaving club.
- d) Providing water safety or first aid services to non-Club bodies will be recorded, but not count towards the personal commitment of 20 service hours.

## 12.3 PATROL PENALTIES

- a) Patrol members who fail to attend a rostered patrol without reasonable excuse or arranging a substitute shall be placed "Down Hours" and required to make up those Patrol hours. Members Down Hours must be made up from the start or end of a Patrol. Such members may be prevented from competing until all hours have been made up.



- b) Patrol members who fail to attend, or arrive late at a rostered patrol, without giving prior notice or arranging a proxy, will be listed as down hours. Where a rostered member has arranged a proxy who subsequently fails to attend, the rostered member shall be liable unless the Patrol Captain has been advised prior to the patrol of inability to attend by the proxy who states a reason deemed valid by the Patrol Captain.
- c) Any member holding the Bronze Medallion award who is down hours or who does not fulfil at least 20 service hours in accordance with these conditions shall forfeit their right to any Club Championship trophy or annual award trophy in that year and may be required to re-apply for their membership with higher fees in the following year. The service hours requirement for Club Championship trophies does not apply to holders of the Surf Rescue Certificate award who are under 15 years of age.
- d) Members who accumulate more than eight hours (two rostered patrols) down may have their membership privileges suspended. Members so suspended may appeal against such suspension to the Lifesaving and Education Committee in the first instance and finally to the Board.
- e) A member may appeal a “down hours” or “20 service hours compliance” decision at the end of the season. Such appeals will only be upheld in exceptional circumstances.

Exceptional circumstances may include, but are not limited to:

- i. Extended absences due to sickness or unforeseen work-related absences away from Perth.
- ii. Unforeseen circumstances which result in missing part or whole of patrol on the last weekend of patrol, and hence having no opportunity to make up hours.

#### 12.4 USE OF RESCUE EQUIPMENT

- a) The use of Club rescue equipment will be as determined by the Manager Education, the Manager Lifesaving, Club Captain or Patrol Captain.
- b) A member may only use a Club rescue equipment in the following circumstances:
  - i. at times designated as an official class or training session for an Award and under the supervision of an instructor or coach;
  - ii. during a patrol and with the express permission of the Manager Lifesaving, Club Captain, Patrol Officer or Patrol Captain, provided that there is always sufficient rescue equipment on the beach for patrol duties and no rescue equipment is taken out of the Patrol area;
  - iii. to provide water safety; or
  - iv. to perform a rescue.

### SECTION 13 SURF SPORTS

#### 13.1 INTERCLUB COMPETITION

- a) A member who wishes to participate in an Interclub competition or Championship when they are in arrears of patrol hours at the time of closing nominations for that competition shall do so only with authorisation of the Director Surf Sports or Club Captain.

#### 13.2 INTRA-CLUB COMPETITION

- b) Active, Active Reserve, Cadet, Junior, Long Service and Life Members are the only classes of membership eligible for entry in Club competitions.
- c) The Club may conduct regular handicap points events for the following events:
  - i. Surf Race
  - ii. Beach Sprint
  - iii. Beach Flags
  - iv. Single Ski



v. Surf Board.

- d) The Club may conduct Open Male and Open Female endurance events.

### 13.3 MASTERS

- a) Masters shall be over 30 years of age as at 30 September.

### 13.4 CLUB CHAMPIONSHIP AND TROPHY EVENTS

- a) The Surf Sports Committee shall define Club Championship and Trophy events for members over 13 years of age as defined in item d).
- b) The Junior Development Committee shall determine Club Championship events and Trophies for the Junior Activity age categories.
- c) Female and Male championship events shall be conducted for the age categories of Open, Under 14, Under 15, Under 17, Under 19, Over 30, Over 40 and Over 50 providing there is a minimum of two starters in the category.
- d) Members eligible to be awarded a Club Championship must at the time of the event hold a current Surf Rescue Certificate or current Bronze Medallion where applicable and hold their competition rights with the Club.
- e) The following Club Championship and Trophy Events will be conducted:
- i. Surf Race
  - ii. Beach Sprint
  - iii. Beach Flags
  - iv. Single Ski (per SLSA eligibility)
  - v. Surf Board
  - vi. Iron man
  - vii. HMAS Sydney Reel – Tube Rescue Race
  - viii. 1600m Swim
  - ix. 2000m Run
- f) The Club may conduct Champion Lifesaver events or other SLSA sanctioned events from time to time dependant on interest and involvement of Club members/teams.

### 13.5 SURF LIFESAVING WA EVENTS

- a) No competitor will be entered for any championship event until they have paid or agreed to pay the entry fee.
- b) The Club may pay the entry fees of all SLSWA Interclub carnivals for those competitors who compete.
- c) No competitor will be entered for an SLSWA interclub carnival until they request entry by the Club.
- d) A competitor who fails to compete at a SLSWA interclub carnival after being entered is responsible to the Club for the cost of the entry fee.
- e) Any prize money won by competitors in an SLSWA event may be allocated, at the discretion of the Board, as follows:
- i. Any entry fee or other cost paid by the club is to be reimbursed to the Club
  - ii. In the case of an individual, the balance of the prize money may be retained by that individual (The amount of prize money won by a competitor will be taken into account when determining any "elite competitor" funding)
  - iii. In the case of a team the balance of the prize money may be distributed equally among the members of the team (The amount of prize money won by a team will be taken into account when determining any "elite competitor" funding, expenditure on equipment, maintenance or transport)



### 13.6 NON-SURF LIFESAVING WA EVENTS

- a) Entry fees for non-SLSWA events are the responsibility of the individual participant or team.
- b) The Club takes no responsibility for any loss suffered while competing in a non-SLSWA event and the Club and Association's Insurance policy may not apply to such events.
- c) Any damage to any Club equipment sustained during a non-SLSWA event is the responsibility of the individual member or group of members.
- d) Prize money won competing in non SLSWA events may be distributed in accordance with 13.5(e) above. However, the Club reserves the right to charge a hire fee for the use of Club equipment.

### 13.7 ACCESS TO CLUB COMPETITION EQUIPMENT

- a) Club equipment may be made available for use by members for use in competition and training. Access to Club Equipment is at the discretion of the Manager Surf Sports and takes into account:
  - i. the previous performance, training and competition experience of the members seeking access to a ski and/or board;
  - ii. the number of members requesting access to a ski or board; and
  - iii. the number of skis and boards presently available to the Club.
- b) In the case of a dispute regarding equipment the matter may be determined by the Surf Sports Committee and will show preference towards those members who are established competitors.
- c) Club equipment is not to be used in non-SLSWA events without the approval of the Manager Surf Sports or relevant Surf Sports Captain.
- d) The use of equipment in SLSWA events is to take precedence over non-SLSWA events.
- e) Any damage to Club Equipment must be reported to the relevant area captain and the craft tagged out. The Club will be responsible for repairs and maintenance of the equipment unless the equipment was damaged in a non-SLWA event whereby 13.6 c) applies.
- f) Club Equipment may not be stored outside the Club for periods longer than overnight, unless required for transport to SLSWA carnivals and events, or unless permission is granted by the Manager Surf Sports or relevant Surf Sports Captain.
- g) Club Equipment may not be used for private training unless approved by the discipline Captain or Manager Surf Sports.
- h) Club Equipment may not be used for private training at other Surf Clubs unless during a Club sanctioned joint training session.
- i) The Board may approve additional rules regarding the use of Club equipment.

### 13.8 SKI & BOARD RACK MANAGEMENT

- a) At all times the storage racks will remain the property of the Club. Only craft designated by the Board or Ski Captains shall be stored in the Gear Shed and the Club takes no responsibility and assumes no liability for any private equipment or property stored in the Gear Shed.
- b) The Manager Surf Sports shall maintain a written register of all the ski and board racks and their allocation to members. These allotments cannot be transferred without the written approval of the Manager Surf Sports. Private craft shall only be stored in a designated allocated rack.
- c) The Manager Surf Sports shall not allocate more than one single ski rack and one board rack to any one member.
- d) The Manager Surf Sports will allocate the board and ski racks to members in accordance with the following priorities:



- i. Equipment belonging to the Club;
  - ii. Equipment belonging to active competitors as determined by the Board or Ski Captains;
  - iii. Equipment belonging to Active members that is used for training or competition as determined by the Board or Ski Captain;
  - iv. Sponsors' equipment as determined by the Board.
- e) In the event of the injury, illness or absence of a member to whom a rack has been allocated, the Manager Surf Sports will be entitled to determine, in his/her sole discretion, whether the member should be entitled to retain the board or ski rack.
  - f) The Manager Surf Sports may at any time re-allocate or reclaim any board or ski rack from a member as required by the Club.
  - g) If the Manager Surf Sports is of the reasonable opinion that a member is not utilising their ski or board during the season, the Manager Surf Sports may request such member to remove their ski or board and shall then reallocate the rack in accordance with this Policy.
  - h) Following reasonable attempts to identify the owner of craft and the Club not being able to identify the owner of an unused craft the Club retains the right to make this craft available for Club use or disposal.
  - i) If a member retains a vacant storage rack for longer than 3 weeks without the approval of the Manager Surf Sports, the Manager may re-allocate or reclaim the member's storage rack.
  - j) Any member aggrieved by a decision of Manager Surf Sports may appeal in writing to the Board. The Board will investigate the member's appeal and deliver its decision within 14 days of the Board receiving the member's written appeal. The member has no right of appeal from the decision of the Board.

### 13.9 TRAVEL SUBSIDY SELECTION CRITERIA

- a) As a member of a Fremantle Touring Team, each competing member may be eligible for Club subsidies. The subsidy amount and the procedure for allocating these subsidies will be determined by the Board.

## SECTION 14 JUNIOR ACTIVITIES

- a) Junior activities will be developed and run in line with the Club's Strategic Plan.
- b) The aims of Junior Activities are to develop surf skills, provide surf lifesaving instruction, promote comradeship and family involvement and emphasise participation and involvement.
- c) Equality of opportunity shall be provided for all Junior members.
- d) Junior members and their families will be encouraged to participate in Club and SLSWA events.
- e) Junior activities will provide a transition path into youth.
- f) Patrolling members over 18 years, Age Group Managers who do not have a child enrolled in Junior Activities and Age Group Managers on overnight camps shall provide a current Working with Children card.

## SECTION 15 YOUTH ACTIVITIES

- a) Youth activities will be developed and run in line with the Club's Strategic Plan.
- b) Patrolling members over 18 years, Age Group Managers who do not have a child enrolled in Youth Activities and Age Group Managers on overnight camps shall provide a current Working with Children card.
- c) The aims of Youth activities are:



- i. to develop surf skills in new members and build on surf skills developed during Junior activities;
- ii. provide surf lifesaving instruction with a focus on members gaining relevant awards;
- iii. promote comradeship in a fun and social environment;
- iv. encourage family involvement;
- v. emphasise participation and involvement.
- vi. encourage participation in Club and SLSWA events.
- vii. provide equality of opportunity for all youth members.
- viii. develop leadership skills.

## **SECTION 16 GEAR AND EQUIPMENT**

- a) Members returning gear and equipment, including IRB's, Surf Boats, Rescue Tubes, Reels, Skis, Boards, swimming buoys and ropes, must ensure it is washed properly and stored safely in the appropriate place.
- b) No member or members shall use Club equipment, except in case of emergency, without the authorisation of the Manager Lifesaving or Club Captain or the Club Official responsible. Members who use these items without authorisation may be suspended.
- c) Any member driving a motorised craft (IRB or RWC) or motor vehicle (4WD or ATV) dangerously or recklessly (that is speeding, dangerous driving and the like) may be suspended or expelled.
- d) Any member driving a motor vehicle (4WD or ATV) must have a current West Australian drivers licence to a minimum of red provisional level. Those with a provisional driver's licence may be required to display their red or green provisional plates on the front and rear of vehicles.
- e) Club general equipment, including Tables and Chairs, shall not be lent to any person or organisation without the prior approval of the Board or Club Administration Officer.

## **SECTION 17 CLUB BUILDING**

### **17.1 ENTRY TO CLUB BUILDING**

- a) A member found to be in unauthorised possession of any key to the Club rooms may be suspended or expelled.
- b) A member found forcing entry into the Club rooms may be suspended or expelled.
- c) Only members may use the Club without the authority of a member of the Board.
- d) Active, Active Reserve, Award, Long Service, Life and Associate members are the only members eligible to hold a key to the Club premises.
- e) The Club Administration Officer shall issue keys and maintain a Key Register.
- f) The Club Administration Officer shall perform regular key audits and shall provide the Director Administration with a report of those unfinancial members who have keys.
- g) Keys may on occasions be released temporarily for events.

### **17.2 FIRST AID ROOM**

- a) The First Aid Room is out of bounds to all unauthorised persons (being those not on patrol or performing recognised lifesaving duties.)
- b) Shortage of supplies shall be immediately reported to the First Aid Officer.

### **17.3 RESPECT TO THE CLUB**

Members must respect all areas of the Club, its equipment and property.





#### 17.4 NO SMOKING POLICY

A no smoking policy applies to all areas of the Club. A person must not smoke in any part of the Club building, in the vicinity of the Club building or near any Club activity.

### SECTION 18 GYMNASIUM

- a) The Manager Surf Sports is responsible for the management of the gymnasium.
- b) The Gymnasium may only be used unsupervised by Individual Members over 16 calendar years of age.
- c) A person between 13 and 16 calendar years of age must only use the gymnasium under supervision of a qualified SLSA Coach.
- d) A person under 13 calendar years of age must not use the gymnasium under any circumstances.
- e) Award, excluding Bronze Medallion, and Associate members may be levied a gymnasium fee, in addition to their annual membership fee, for use of the Club gymnasium.
- f) Members are required to:
  - i. Have attended a Club induction/orientation session before the first use of the Gymnasium
  - ii. Leave equipment in a clean and tidy state after use and make use of a sweat towel.
  - iii. Put all weights on racks after use.
  - iv. Lock all the doors and shut all windows if last to leave at night.
  - v. Wear as a minimum: shorts, singlet and enclosed footwear
- g) Failure to abide by any of the above rules and abuse of equipment should be reported to the appropriate Club Officer who may recommend disciplinary action.

### SECTION 19 BAR

#### 19.1 LIQUOR ACT

- a) The Club shall adhere to the *Liquor Control Act 1988* and the *Liquor Legislation Amendment Act 2015*, as it relates to a club restricted license.
- b) Any Member serving alcohol must have a current RSA (Responsible Serving of Alcohol) Certificate and be registered with the Club.
- c) Alcohol will not be supplied to or consumed by a person under 18 years of age.

#### 19.2 CLUB BAR RULES

- a) A minimum dress standard applies when the bar is open and includes shorts, t-shirt and thongs.
- b) Juveniles shall not be employed by the Club, except in the clerical or administrative work of the Club.
- c) Liquor shall only be supplied for consumption on the Club premises.
- d) The behaviour of a child on the Club premises is the responsibility of the child's parent or parents.

#### 19.3 GUESTS OF MEMBERS IN THE LICENSED PREMISES

- a) A guest of a member may consume liquor at the licensed premises while in the company of that member, if the supply of liquor by the Club for the guests of that member on that day is:
  - b) for the consumption of no more than 5 guests of that member on that day;
  - c) with the approval of the Board and at the expense of the member, for consumption at a function held by or on behalf of that member at the Club; or



- d) otherwise in accordance with the Liquor Control Act 1988.

## SECTION 20 CLUB HONOUR BOARDS

- a) The Club shall maintain honour boards recording Club Life Members, Club male and female Open Champions and certain Club Office Bearers as listed below.
- b) The names of Life Members and Club Officers shall be shown as initials and family name. The names of Club Champions shall be shown as first given name and family name, or initials and family name with the preferred given name in brackets where this is not the first given name.
- c) The Life Members' board shall be ordered by year of election. Appropriate marks shall be made to indicate deceased Life Members or those who are also State or National Life Members.
- d) The winners of the following Club Open Male and Female Championships shall be recorded:  
Surf Race, Beach Sprint, Beach Flag, Surf Ski, Surf Board, Ironman, 2000m Beach Run.
- e) The holders of the following Club Positions shall be recorded:  
President, Club Captain, Directors of Lifesaving and Education, Surf Sports, Development, Finance and Administration.
- f) The relevant dates shall be shown in the event that an Officer does not hold Office for a full year.

## SECTION 21 CLUB AWARDS

The Club may make the following annual awards based on merit and decided by the Board:

- a) *Best Club Member*, awarded to the individual(s) whose achievements have demonstrated outstanding contribution to Fremantle Surf Life Saving Club, at any level, in one or more areas of the Club, and has demonstrated an ongoing commitment to the Club's values.
- b) *Best Patrol Member*, awarded to an individual who has sound lifesaving skills and who has performed the required patrol hours while demonstrating initiative and excellent team work in a patrol environment.
- c) "*Jason Shortt Memorial*" *Best Under 19 Member* is awarded to the best U19 individual(s) who has proven ongoing commitment to the Club through consistent high quality service.
- d) *Under 14, Under 15 and Under 17 Encouragement Awards* are presented to the Under 14, Under 15 and Under 17 individual(s) who have shown a commitment to Club values and have demonstrated the potential to continue to make a positive contribution to the Club.
- e) *Trainer / Assessor of the Year*; awarded to the individual who has made the most positive contribution to education training and assessing.
- f) *Boat Person of the Year*; awarded to the individual who has made the most positive contribution to surf boats
- g) *IRB Person of the Year*; awarded to the individual who has made the most positive contribution to IRBs
- h) The club may award the Ron Bennett Medal to a competitor judged by the club as the best Under 17 individual or team member performance, at the SLSWA State Championships
- i) The Club shall award a medallion to each Australian Championship Finalist.

## SECTION 22 AFFILIATE BODIES

- a) All members of the body seeking affiliation shall become financial members of the Club in one of the classes of membership other than Honorary.
- b) Affiliate bodies shall, upon affiliation and yearly thereafter, submit a complete list of their members' names and addresses and nomination and/or Annual Membership Fees.



- c) The Affiliate Body must notify the Club immediately a person ceases to be a member of the Affiliate Body.
- d) These conditions of affiliation may be rescinded or amended by the Board, with or without prior consultation with the Affiliate Body.

### **SECTION 23 ANNUAL REPORT**

- a) An Annual Report shall be prepared for presentation to the members and stakeholders.
- b) The Report should contain at least the following information:
  - i. The Club's vision, mission and values statements.
  - ii. The Directors and office bearers of the Club.
  - iii. Reports by each member of the Board regarding the achievements in their area of responsibility.
  - iv. A list of Club Life Members and an outline of the service history of any member granted Life Membership in that year.
  - v. The number of members in each category of membership for that year and the preceding year if any.
  - vi. A list of sponsors and major donors.
  - vii. Statistics of First Aid cases recorded for the year.
  - viii. A record of the patrol hours logged by each member in the year.
  - ix. A list of Association awards gained during the year showing candidate, the award number and date.
  - x. Trophy winners of that year.
  - xi. State Champions and State Team Representatives.
  - xii. Australian Champions and Finalists.
- c) The annual report shall be made available to members.



## Document History - Amendments to the By-Laws

Recent amendments to the By-Laws of the Fremantle SLSC as approved by the Board.

<b>By-Laws issued under Rule 25 of the Rules of Association 2021 V1.0</b>	
<b>Version</b>	<b>2024/01</b>
<b>Sections Amended</b>	<b>Summary</b>
Section 3 Election of Office Bearers – Subsections inserted  m) n)	Clarification on handling of nominations when multiple nominees are involved. Key points about the election process for the Life Membership Committee.
<b>Version</b>	<b>2021/01</b>
<b>Sections amended</b>	<b>Summary</b>
1.15 1.19 3 k) 3 l) 4.1 c) 4.2 c) 4.5 4.6 j) 4.1 b) 5.2 5.10 c) 5.13 b) 5.17 b) 5.17 c) 5.17 d) 5.18 5.19 5.21 5.23 5.24 6.3 c) 7.1 a) ii and iii 7.1 b) iii 7.1 c) iii 10.1 d) 10.2 a) and b) 10.2 c) and d) 10.2 e) and f) 11 c) 12 e) 12.2 13.3 b) 13.4 a) 13.7 g) 13.7 h) 14 d) 14 f) 15 b), f) and h) 16 c) 17 17.1 g) 18 e)	Notice of Application for Ordinary Membership deleted. Temporary Membership deleted. Clarified to indicate financial member. Clarification on filling a vacant position added. Club Captain removed. Club Captain removed. Finance Committee requirement clarified. Life Membership Committee Chair determination clarified. History Committee Chair determination clarified. Vice President duties added. Junior Development responsibility deleted. Assessors added. Incident added. Incident added. May on request added. RWC added to IRB Officer position. Vehicle Officer added. Drone Officer added. Revised wording for clarification. Revised wording for clarification. Revised wording for clarification. Revised wording for clarification Revised wording for clarification Revised wording for clarification Fremantle Ocean Classic was Leighton Swim Thru Director Finance added. Deleted. Signage details added. Code of Conduct now Club inclusive. Delegation added. Club name and award names updated. Deleted. Definition clarified. Approval requirement added. Added. Deleted. Added. Added. RWC was Jet Ski. Club Building was Club House. Added. Bronze Medallion excluded.



19.1 b) 20 d) 21 e) 21 h) 23 a) 23 b) v and vii	Club registration added. Events clarified. Champion Patrol deleted. Trainer / Assessor of the year added. Award definition revised. Stakeholders added. Wording clarified.
<b>Version</b>	<b>2019/01</b>
<b>Sections amended</b>	<b>Summary</b>
1. Membership  2. Directors, Managers and other Officers  3. Election of Office Bearers  4. Committees  5. Duties of Directors and Office Bearers  6. Appointment and Duties of Other Position Holders  7. Meetings  8. Finance  9. Sponsorships and Donations  10 Fundraising  11. Discipline  12. Patrols  13. Surf Sports  14 Junior Activities  15. Youth Activities  16 Gear and Equipment  17 Clubhouse  18. Gymnasium  19 Bar  20 & 21  22 Affiliate Bodies	Clarify meaning of age and award currency; simplify wording; introduce minimum service obligation for Award membership; reword Associate (Parent) Membership and broaden to other than Junior Parent; reword Associate subcategories (Social),(Country),(Gymnasium);termination provision for Affiliate Member; reword Probationary Member and include termination provision; minor edit Honorary Member; clarify Transfer of Competition Rights; consolidate Liquor Act Ordinary Membership clause; consolidate Life Membership provisions;  Reformat Officers to make clearer; introduce new officers; remove some officers  Clarify election process following new Rules in 2018.  Edits and clarification of responsibilities and accountabilities throughout; delete Merchandise Committee;  Minor edits throughout; Reword Club Captain; add Carnival Officer, Coaching Performance Officer, Masters Sports Coordinator.  Minor edits.  Minor edits and move Joint Board/Life Membership Committee to Section 1.  Delete as this is now covered by the Rules.  Minor edits.  Minor edits.  Remove provisions now covered by the Rules; minor edits  Minor edits; member service obligations to cover Award members  Minor edits; clarify eligibility for Club Championships  Clarify aims.  Clarify aims.  Minor edits.  Minor edits; clarify no smoking policy.  Reword to clarify requirements.  Move Ordinary Member definition to Section 1; reword supply of liquor for consumption on club premises and behaviour of children is parental responsibility.  Minor edits  Move Affiliate Membership termination to Section 1; add requirement for Affiliate Body to notify the club if a membership ceases.
<b>Version</b>	<b>2018/01</b>
<b>Sections amended</b>	<b>Summary</b>
1.1 & 1.2	Remove redundant references to Constitution



1.5	Change “Junior” to “Junior Activities” to distinguish from new SLSA Junior membership definition
1.7	Delete old Constitution Reference
1.11(a)(iv)	Simplify wording
1.14 (New)	Temporary Membership as required under the <i>Liquor Control Act 1988</i> .
2 & 3 & 6.3	Change “officer” to “office bearer” to distinguish from “officer” defined in the Act
2(c)	Delete “Auditor” from Honorary Officers as now commercial arrangement under Rules
4	Clarify Committee responsibilities and accountabilities
5.1(b)	President to be Chair of Directors
5.7(c)	Director Administration to be Club Secretary
5.17, 18 & 19	Change “competition” to “surf sports”
5.20 & 13.8	Change “Director Surf Sports” to “Manager Surf Sports”
13.5(c)	Delete “through the Manager Surf Sports or Area Captain” as entries now on-line.
13.7	Change to “Manager Surf Sports or relevant Area Captain”
18.3 (New)	Guests of Members in the Licensed Premises
23(b)(i)	Modify content requirement for Annual Report
1	Minor editing

<b>By-Laws issued prior to the Rules of Association 2018 V1.0</b>		
<b>When</b>	<b>Sections amended</b>	<b>Summary</b>
Board Meeting 9 <sup>th</sup> July 2018	1.13 (New)	Notice of application for ordinary membership as required under the <i>Liquor Control Act 1988</i> .
Board Meeting 11 <sup>th</sup> September 2017	7.2	Minutes no longer to be posted on club notice board but available to members on request.
Board Meeting 24 <sup>th</sup> April 2017	12.3c 13.4b	Amendment to lifesaving award, age and service hours required to win Club Championship trophies
Board Meeting, 8 <sup>th</sup> August 2016	4 5 12.2	Changes to Committees Changes to Director and Manager positions Patrol hour requirement amended to 20 Service hours and revised definitions of service
BOM meeting, 17 Dec 2013	12.2 g	Right of appeal against an end of season Patrol Penalties compliance decision.
BOM meeting, 13 Nov 2013	12.2 f	Patrol Penalties, circumstances for forfeiture of: - trophies / awards - membership - lower membership fees
BOM meeting, 16 Oct 2013	7.4	OHS to be an agenda item at all club meetings.
BOM meeting, 10 Sept 2012	12.2 b, c, e & f 12.3 b	Patrol Penalties amended Use of Rescue Equipment amended to allow use for water safety